

## SAMPLE SUMMER RESUME

ALFRED PAUL LEE  
SSN: 123-45-6789  
123 Maple Rock Lane  
Centreville, VA 20121

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Work Telephone No.: 123 - 987 – 6543  
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Vacancy Announcement Number: SUM-00-1234-SH

### SUMMARY OF SKILLS:

Singing and dancing to show tunes, typing (50 WPM), word-processing data entry, create spreadsheets, charts using Windows 98, Microsoft Word, Excel, Access, Internet browsers; problem solving, creating ideas, creative writing, research; cash register, adding machine, calculators; rudimentary German

### EXPERIENCE:

April 1999 to August 1999; 7 hours per week; \$10 per hour; Assistant Manager We Sell Shoes; 4440 Main St, Alexandria, FL 12345; (123) 456-1234; Supervisor: Mrs. Ann Washington.

Used a variety of equipment to ring-up sales, count and document sales at the end of my shift, and take inventory. I set up exhibits, assisted customers, and tidied the store.

April 1997 to June 1998; 9 hours per week; \$9 per hour; Receptionist, A.L. White Law Offices; 602 Deer Place, Vienna, VA 13452; (123) 456-4565; Supervisor: Ms. Sue Ellen Rigby.

Duties included maintaining a filing system; typing, mailing, and faxing a variety of letters, bills and correspondence, answering telephones; and updating office calendar.

September 1999 to present; 5 hours per week; Teachers Aide; Volunteer.

Serve as German teacher's aide performing a variety of support duties to include: grade papers, type lesson plans and tests, file materials, develop histograms/charts of student grades, run errands

### EDUCATION:

High School Diploma - GPA 3.4, Graduate June 2000  
Virginia University – Sept 2000 28 semester hours, Graduation 2004  
GPA 4.0 Major: Business Administration

### ACTIVITIES AND ACCOMPLISHMENTS:

Eagle Scout  
Group Leader for Order of the Arrow Camp (Boy Scout Activity)  
Honor roll at Disney High School Orlando, Florida  
Varsity Letters for football, track and dance  
Cast member for all school plays

Note: If the work relates to the job you are applying for, then add it under the heading of experience.